



INSTRUCTIONS TO WEIGHMASTERS AND DEPUTIES



This instruction sheet does not list all required or prohibited weighmaster activities specified in the weighmaster code. Most violations are MISDEMEANORS punishable by a maximum fine of one thousand dollars (\$1,000) plus penalty assessment and/or six months (6) in jail.

1. SCALES SHALL BE ACCURATE AND MAINTAINED AT ZERO BALANCE. 12718(e), 12510(a)(1), 12107, 4000-UR.4.1.
2. You must be a licensed deputy weighmaster of the principal weighmaster name that is printed on the weighmaster certificates you are using. You must SIGN and DATE the space(s) opposite the weight(s) you determined. INITIALS ONLY ARE NOT A SIGNATURE. 12703, 12715(a)(c).
3. DO NOT ISSUE AN INCOMPLETE CERTIFICATE. All information applicable to the transaction must be recorded on the certificate. All copies of each certificate must be CLEAR AND LEGIBLE. 12713, 12714.5.
4. If you do not count the units you are weighing but show the number of units on the weighmaster certificate, "driver's count" or "loader's count" or the abbreviation "DC" or "LC" must be recorded after the number of units. 12715(e).
5. A vehicle or combination of vehicles must be correctly identified. Vehicle numbers may be used ONLY if they are traceable to the actual LICENSE NUMBERS through your records at the weighing location. 12715(i).
6. If the transaction involves HAY OR HAY PRODUCTS, you must record the name and address of the grower and his or her agent, as provided by the driver of the vehicle. 12715(f).
7. ALL COPIES OF VOIDED CERTIFICATES and a true and legible copy of all weighmaster certificates issued plus applicable records and worksheets must be kept for a period of four (4) years. 12716.
8. DO NOT ALTER the gross or tare weights, net only weights, or measurements recorded on a certificate. Void the certificate and issue a new one. 12718(h).
9. When issuing a certificate with only ONE WEIGHT ENTRY, the words "GROSS ONLY", "TARE ONLY", or "NET ONLY" shall be placed in the appropriate unused weight space(s). A certificate issued with omitted weight or measurement figures is regarded as an incomplete certificate. 12718(h), 12026, 4410(a)(b)(c).
10. TARE WEIGHT(S) ESTABLISHED BY REGULATIONS. It is the responsibility of the party for whom the tare weight was established to maintain that weight within variations prescribed by the director. 12722.
11. If a load is weighed at other than the loading site and an ADJUSTMENT is MADE TO THE LOAD, the initial gross, corrected gross, and the name and address of both the seller and buyer or broker as obtained from the driver must be shown on the weighmaster certificate. 12732.

THESE ADDITIONAL INSTRUCTIONS ARE FOR WEIGHMASTERS WHO OPERATE VEHICLE SCALES:

12. DO NOT ACCEPT A DRIVER'S WORD FOR THE WEIGHT OF THEIR VEHICLE. You shall actually weigh the vehicle for each certification unless permitted by regulations to do otherwise. 12721, 12722.
13. You shall not certify to a weight in excess of 80,000 lbs. when the vehicle is weighed at the loading site before entering a highway. 12725.
14. THE ENTIRE VEHICLE OR COMBINATION OF VEHICLES SHALL BE ON THE SCALE WHEN WEIGHING FOR CERTIFICATION. If a combination of vehicles is too long OR IF WEIGHING SPLIT LOADS, the units must be disconnected and weighed separately. (Exception Railcars, with prior written agreement between consignor and consignee.) 12728.
15. ALL PERSONS MUST BE OFF THE SCALE WHEN WEIGHING EXCEPT: (a) when both the gross and tare weights are determined without leaving the weighing location; or (b) driver only may be on the scale when weighing vehicles hauling earth, stone, rock, sand, gravel and asphalt paving material if both gross and tare are determined in the same manner and "driver on both gross and tare" is indicated on the certificate. 12724.

Number references after each instruction refer to Division 5 of the California Business and Professions Code and Title 4 of the California Code of Regulations. If you need additional information or a copy of the code, please call your County Sealer/Director of Weights and Measures or the California State Division of Measurement Standards, at (916) 229-3000.

